N810 Newsletter

Acquisition Category (ACAT) Program Decision Process

As delineated in SECNAVINST 5000.2B of 6 Dec 9, the DON Acquisition Executive (NAE) is the Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN(RD&A)), and is responsible for all research, development, and acquisition conducted in the DON. Program Executive Officers (PEO), Commanders of Systems Commands (SYSCOM Commander), Direct Reporting Program Managers (DRPM), and other ASN(RD&A) designees are responsible for assigned programs.

The Milestone Decision Authority (MDA) shall conduct milestone reviews for all assigned DON ACAT programs as follows:

a. **ACAT ID, and ACAT IA(M) Programs**. DON acquisition Program managers for ACAT ID or IA(M) programs shall, unless waived by ASN(RD&A), provide an acquisition program briefing to ASN(RD&A) or designee to coordinate the DON position and prepare ASN(RD&A) for an Office of the Secretary of Defense (OSD) milestone review. The program decision meeting (PDM) process is used to conduct this DON acquisition program briefing. It is done concurrently with the efforts of the OSD overarching integrated product team (OIPT) to ready the program for presentation to the MDA which is either the Under Secretary of Defense (Acquisition, Technology and Logistics) (USD(AT&L)), or the Assistant Secretary of Defense (Command, Control, Communications and Intelligence (ASD(C31)).

b. **ACAT IC, IA(C), and II Programs**. ASN(RD&A) is the MDA for all ACAT IC, IA(C), and II acquisition programs under DON cognizance, and may delegate this responsibility as authorized by law and regulations. The Program Decision Meeting (PDM) is the ASN(RD&A) milestone review forum. When conducting the milestone review, the MDA shall invite each Program Decision Principal Advisor (PDPA) to attend, or send a representative.

c. **ACAT III and IV Programs**. For these programs, the cognizant PEO, SYSCOM Commander, DRPM or designee, as program MDA, shall chair the milestone review. PDPAs may choose not to attend or they may send a representative to the milestone review. SECNAVINST 5000.2B provides MDA delegation policy for ACAT III and IV programs.

Program Decision Brief (PDB)

Program Decision Brief (PDB). Programmatic issues and the status of the program shall be fully addressed and presented at the milestone review by means of a PDB. The PDB documents the program at a specific time and is part of the official program decision record. For ACAT IC, IAC, II, III and IV programs, enclosure (2) of SECNAVINST 5420.188E provides a list of topics that must be considered for inclusion in the PDB, with the understanding that some of these topics may not be applicable to a particular program. Additional topics may be added by the MDA, the PM, and/or the Acquisition Coordination Team. Issues not resolved shall be identified in the core PDB presentation to the MDA. Issues that have been resolved need not be specifically addressed in the core presentation, but should be included in the PDB backup material. The presentation used at the acquisition program briefing should follow the PDB format and content that will be used at the milestone review.

Milestone Information

Milestone information shall be prepared and presented to the MDA not later than the milestone review. The table in paragraph 5.8 of SECNAVINST 5000.2B shows the **mandatory milestone information for ALL ACAT programs**. Tailoring milestone information format and content for ACAT IC, IAC, II, III and IV programs is discussed in the same instruction. Should circumstances warrant, a milestone review may be held prior to obtaining review, comment and approval on all milestone information. In such cases, the PM is responsible for obtaining appropriate review, comment and approval prior to a date acceptable to the MDA, as stated in the Acquisition Decision Memorandum.

In accordance with guidance in SECNAVINST 5420.188E, the Mission Need Statement and the Operational Requirements Document shall be validated and approved by the requirements generation organization **before** scheduling a milestone review. Milestone reviews are not appropriate for requirements decisions.

Procedures

Milestone reviews shall be chaired by the MDA. DoD Regulation 5000.2-R provides direction on milestone review attendance for ACAT ID and IAM programs. For milestone reviews and acquisition program briefings chaired by ASN(RD&A), the Program Decision Principal Advisor (PDPA) shall be invited to attend. The PDPAs may elect to not attend or to send an empowered individual to represent their organization. Additional attendance shall be determined on a case-by-case basis by the responsible DASN. For ACAT III and IV programs, attendance shall be controlled by the MDA.

For ACAT ID and IAM acquisition program briefings and for ACAT IC, IAC, and II milestone reviews, an advance copy of the PDB shall be provided to the Department of the Navy Program Information Center (DONPIC) at least

seven work days prior to the acquisition program briefing or milestone review. Failure to meet this deadline can result in rescheduling. DONPIC shall distribute an advance copy of the PDB to all PDPAs. The PDM executive secretary shall act on ASN(RD&A)'s behalf to ensure a coordinated process.

ACAT ID and IAM Programs

For ACAT ID or IAM programs, the cognizant PEO, SYSCOM Commander, DRPM or designee shall notify ASN(RD&A) when the OIPT considers the program ready for a milestone review. At that time, ASN(RD&A) will decide whether to conduct a formal acquisition program briefing, a "paper" acquisition program briefing, or waive the briefing. In the event of a "paper" acquisition program briefing for ACAT ID or IAM programs, ASN(RD&A) shall:
(1) review the PDB,
(2) review the acquisition program briefing ("paper" or otherwise) results from the cognizant PEO/SYSCOM Commander/DRPM/designee, if held,
(3) review the Commander, Operational Test and Evaluation Force (COMOPTEVFOR)/Director, Marine Corps Operational Test and Evaluation Activity (MCOTEA) assessment (as appropriate),
(4) sign appropriate milestone information, and
(5) provide guidance to the Department's OIPT representative and the cognizant PEO/SYSCOM Commander/DRPM or designee as the program moves toward its milestone review.
When the ASN(RD&A) acquisition program briefing is a formal briefing, it shall be held as described in paragraph 6a. The milestone review processes for ACAT ID and IAM programs are discussed in DoD Directive 5000.1, DoD Regulation 5000.2-R, SECNAV Instruction 5000.2B

and in the Chairman Joint Chief of Staff Instruction 3170.01A.

ACAT IC, IAC, and II Programs

The cognizant PEO/SYSCOM Commander/DRPM/designee shall notify ASN(RD&A) via the cognizant DASN that the program is ready for a milestone review (the PDM) and may recommend that ASN(RD&A) conduct a "paper" milestone review in the event there are no controversial or unresolved issues.
In the event of a "paper" milestone review, ASN(RD&A) shall:
(1) provide copies of the PDB to the PDPAs,
(2) review the PDB,
(3) review the acquisition program briefing ("paper" or otherwise) results from the cognizant PEO/SYSCOM Commander/DRPM/designee,
(4) review the COMOPTEVFOR or Director, MCOTEA assessment (as appropriate),
(5) review comments received from PDPAs,
(6) approve the appropriate milestone information, and
(7) document the milestone decision in an ADM.
When the ASN(RD&A) milestone review is not a "paper" process, a formal milestone review is held.

ACAT III and IV Programs

The cognizant PEO, SYSCOM Commander, DRPM or their designee is responsible for conducting milestone reviews following the general principles of SECNAVINST 5420.188E, except where this instruction provides specific requirements for ACAT III and IV programs. Nevertheless, same rules apply for ACAT III and IV programs regarding ORD format, staffing and requirements

revalidation prior to a milestone decision.

Over The Horizon....

Requirements Database. N810 has been tasked with improving the utility of our requirements database. Specifically it will:
Transfer to the UNCLASS network (NIPRNET), to the extent that security restrictions allow.
Link it to SECNAV's acquisition program databases so you will have a one-stop shopping for requirements and programatic status.
Link relevant documents (MNS, ORD, APB, TEMP) to the extent that security allows.
If you have any recommendations as to how we can make this database more user-friendly, please contact CDR Thor Aakre (N810C)

DOD 5000 series revision in final stages. We expect to include a summary of the major changes to this instruction and provide you with the final product. **All current procedures are still in effect.**

No more NAPDDs! In our August 1999 Newsletter, we discussed the procedures for processing non-Acquisition Program Definition Documents (NAPDDs). Based on an ongoing effort, we expect to have this documentation requirement eliminated in the near future. We will keep you informed.

HAVE A GREAT SUMMER!